

BID BOARD NOTICE

Request for Proposals

MARYLAND DEPARTMENT OF HEALTH AND MENTAL HYGIENE

Office of the Deputy Secretary for HealthCare Financing

PROCUREMENT ID NUMBER: DHMH/OHS0005

ISSUE DATE: June 13, 2013

TITLE: Technical Assistance regarding Department of Health and Mental Hygiene Electronic Health Record Incentive Program

PROCUREMENT METHOD

THIS SOLICITATION SHALL BE MADE IN ACCORDANCE WITH THE SMALL PROCUREMENT REGULATIONS DESCRIBED IN COMAR 21.05.07

I. INTRODUCTION

BACKGROUND:

The Department of Health and Mental Hygiene's Medical Assistance Program (Program) provides for the delivery of medically necessary health care services to a variety of eligible low income individuals. The Program has close to 1 million participants and annual expenditures exceeding \$8 billion. The Program is also extremely complex and dynamic and has changed dramatically in recent years. One of the new programs requiring technical assistance is the Electronic Health Record (EHR) Incentive Program authorized under the American Recovery and Reinvestment Act (ARRA). These new responsibilities require both hands on assistance with ongoing EHR Incentive Program administration, as well as more academic research and evaluation.

To help improve the quality, safety and efficiency of health care, the 2009 Health Information Technology for Economic and Clinical Health Act, or the "HITECH Act" established programs under Medicare and Medicaid to provide incentive payments for the "meaningful use" of certified Electronic Health Record (EHR) technology. The Medicare and Medicaid EHR incentive programs will provide incentive payments to eligible professionals and eligible hospitals as they adopt, implement, upgrade or demonstrate meaningful use of certified EHR technology. These incentive programs are designed to support providers in this period of Health IT transition and to encourage their use of EHR.

The Program seeks the assistance of a vendor specializing in Health Policy to complete an environmental scan in 2013 to evaluate provider adoption of EHR, as well as readiness to implement federal meaningful use requirements. The environmental scan

data should be used to develop a strategy for next steps in EHR implementation, and to determine how the Program can facilitate the collection of more real-time health data. Further, this data should demonstrate how EHR meaningful use measures will impact the quality and cost of services provided to Program participants. The Program also needs assistance developing policy options for differential payment based on quality outcomes.

II. PROCUREMENT SPECIFICATIONS

SCOPE OF WORK:

The Maryland Department of Health and Mental Hygiene is seeking a vendor to provide assistance in: (1) completing the 2013 EHR environmental scan; (2) developing a strategy to increase the adoption of EHR and meaningful use measures; (3) developing a mechanism to measure the impact of real-time EHR data on quality outcomes; and (4) providing the Department with a proposal, including multiple policy options, for paying for improved quality outcomes.

DESCRIPTION OF SERVICE:

The vendor shall provide services as described below:

1. Assist the Program's Policy & Compliance Unit with the collection and analysis of environmental scan;
2. Present environmental scan results to EHR Incentive Program partners – the Maryland Health Care Commission and the Health Information Exchange (HIE) – and guide discussion among partners related to strategy for increasing EHR adoption;
3. Research potential mechanisms for measuring the impact of EHR data usage on quality outcomes; and
4. Research potential payment-for-performance models for providers who improve patient care through the use of their EHR systems.

Deliverables:

1. Collect statistically significant number of EHR surveys during the environmental scan.
2. Coordinate meetings with the Program and partner agencies regarding the environmental scan.
3. Provide the Program with a report on options for increasing EHR adoption.
4. Provide the Program with a report and recommendations on methods for quality measurement and pay-for-performance options.

Mandatory Requirements:

Preference will be given to vendors who have:

1. Demonstrated expertise in the collection, analysis and evaluation of EHR adoption;
2. Prior experience researching emerging health policy topics;
3. Demonstrated ability to consolidate findings and recommendations into a concise but comprehensive report.

PROPOSAL SUBMISSION INFORMATION:

Responses shall be submitted electronically to the Procurement Officer in three files; one for the technical proposal, one for the financial proposal and one for the PIA copy of the technical.

The Offeror shall submit **VIA EMAIL** the technical and financial proposals in the following manner:

The Technical Proposal shall include:

1. A transmittal letter on the Organization's letterhead with the name, telephone number, e-mail address, fax number, Social Security Number/Federal Employer Identification Number and position/title of the individual who will serve as the primary contact for the contract.
2. Brief description of the Offeror's understanding of the project.
3. The Offeror's qualifications as follows:
 - a. Examples of relevant projects or engagements
 - b. Resume(s) of key staff
4. References of 3 prior clients including name(s) and telephone number(s).

The Financial Proposal shall include:

- a. Total cost for this proposal (including direct and indirect costs)
- b. Total contract not to exceed \$25,000.

All questions regarding this solicitation must be email to the Procurement Officer.

III. SELECTION PROCESS

EVALUATION CRITERIA:

Technical Proposal

The criteria to be used to evaluate each Technical Proposal are listed below in descending order of importance:

- A. Knowledge and Experience
 - 1. Experience with similar projects
 - 2. Demonstrated proficiency and knowledge in the field of health policy and electronic health records research and evaluation.
- B. Proposed Work Plan

Financial Proposal

All qualified Offerors will be ranked from the lowest (most advantageous) to the highest (least advantageous) price based on the Total Evaluated Price submitted on the Financial Proposal Form.

IV. TERM OF CONTRACT:

The contract shall commence on or about July 1, 2013 and continue until June 30, 2014.

V. PROCUREMENT OFFICER:

Ms. Rosetta Sabb
Medical Care Programs – Office of Health Services
Maryland Department of Health and Mental Hygiene
201 W. Preston Street – Room 128
Baltimore, MD 21201
Phone: 410-767-5999
Fax: 410-333-5154
E-mail: rosetta.sabb@maryland.gov

VI. CONTRACT MONITOR:

Ms. Molly Marra
Maryland Department of Health and Mental Hygiene
201 W. Preston Street – Room 118
Baltimore, MD 21201
Phone: 410-767-5949
E-mail: molly.marra@maryland.gov

VII. INVOICING

Ninety days from the beginning of the contract, the Contractor shall submit to the Contract Monitor an invoice for expenditures during the first quarter. The Contractor shall submit an invoice at the end of each quarter, for expenditures during that time period following acceptance of contract deliverables.

VII. AWARD

Upon completion of the Technical Proposal and Financial Proposal evaluations and rankings, each Offeror will receive an overall ranking. The award of the contract will go to the responsible Offeror that submitted a Proposal determined to be the most advantageous to the State.

VIII. TIE-BIDS

If bids are received from responsive Offerors that are identical in prices, terms and conditions and which meet all requirements set forth in the proposal, an award will be made in accordance with State Regulations 21.05.02.14B. If a tie still exists, the Offeror with the most experience shall be used to determine the successful bidder.

VIII. SUBMISSION DEADLINE: June 19, 2013

In order to be eligible for consideration, proposals must be received **VIA EMAIL** by the Procurement Officer no **later than 2:00 p.m. Wednesday, June 19, 2013**. **All proposals must include federal tax identification number or social security number.**

A copy with original signature, must be received no later than **(5)** days after the submission deadline by the **PROCUREMENT OFFICER**.

ISSUING OFFICE:

Ms. Susan J. Tucker
Executive Director, Office of Health Services
Maryland Medical Assistance Program
Maryland Department of Health and Mental Hygiene
201 West Preston Street
Baltimore, MD 21201

***MINORITY BUSINESS ENTERPRISES ARE STRONGLY ENCOURAGED TO
RESPOND TO THIS SOLICITATION***

**FINANCIAL PROPOSAL
DEPARTMENT OF HEALTH AND MENTAL HYGIENE
MEDICAL ASSISTANCE PROGRAM**

**Technical Assistance regarding Department of Health and Mental Hygiene Salary
and Personnel Classification Study**

DHMH/OHS0005

Contract Term on or about (July 1, 2013 until June 30, 2013 following the date of
contract execution)

\$ _____

**(Note: This must be a fully loaded amount to include all direct and indirect cost
outlined in the Notice)**

Company or Individual Name

Address (Street, City, State)

Company or Individual Federal Identification Number

Authorized Signature

Date